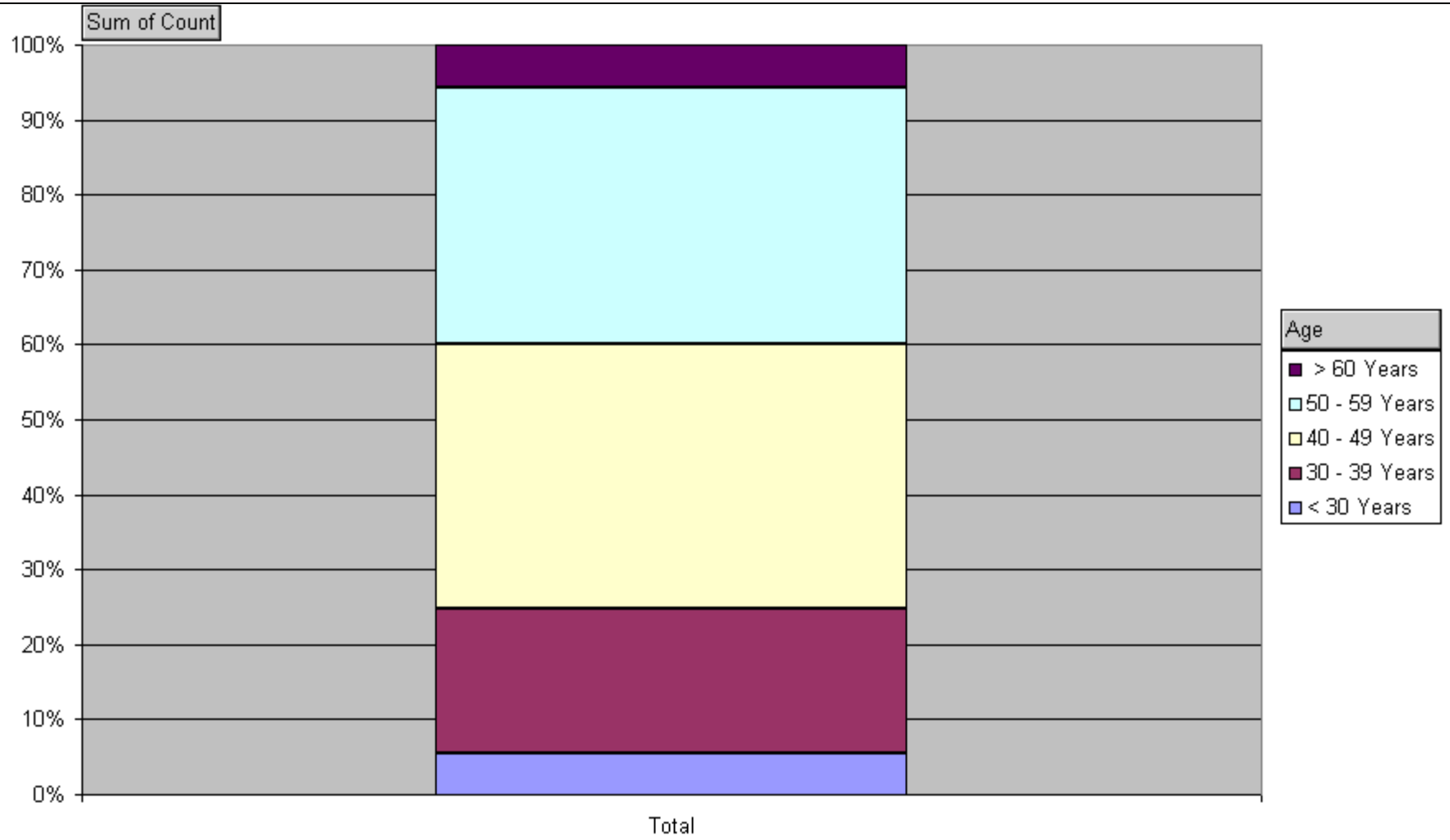
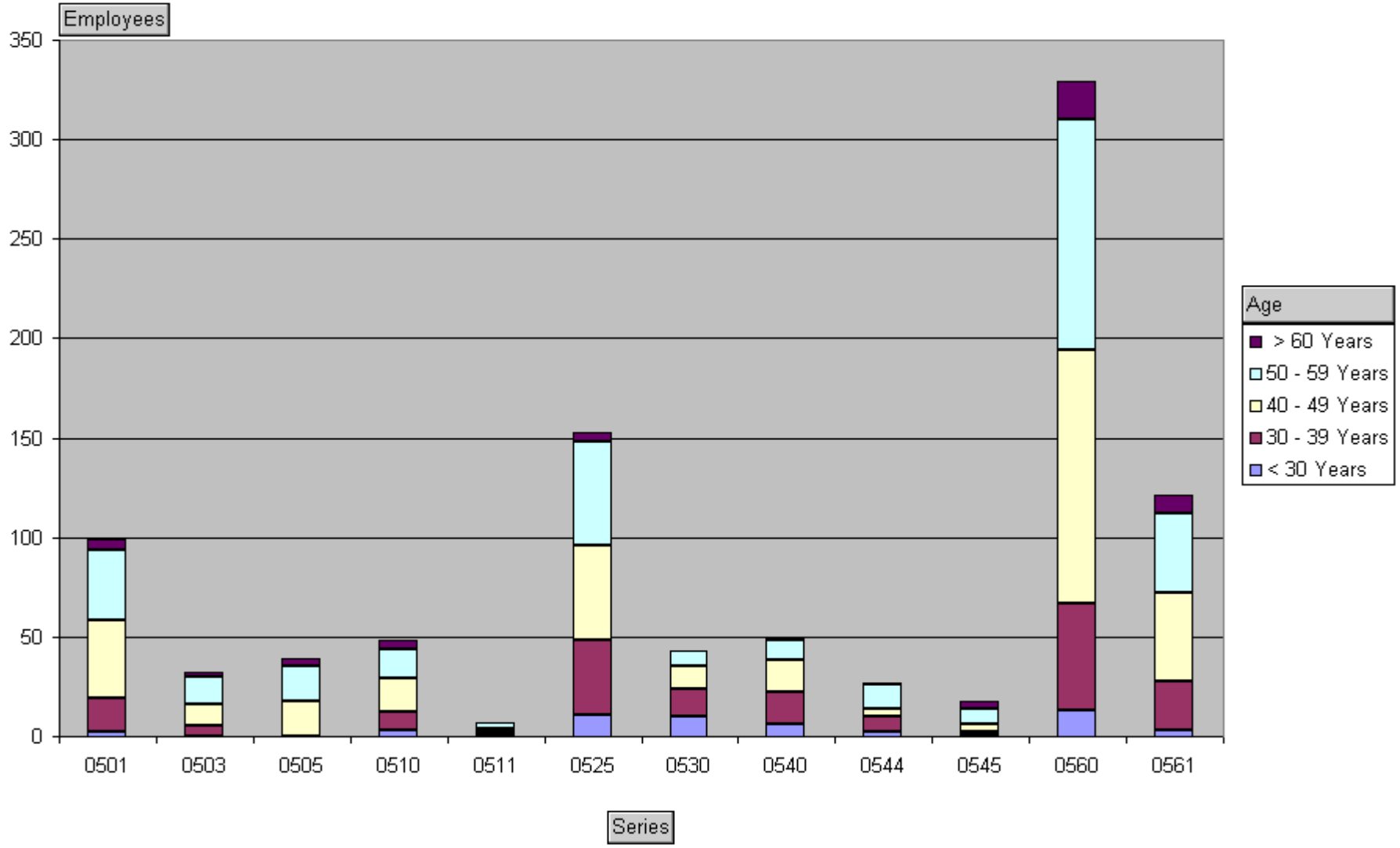
HQMC M&RA and N 11 CNP

Financial Management
Community Health

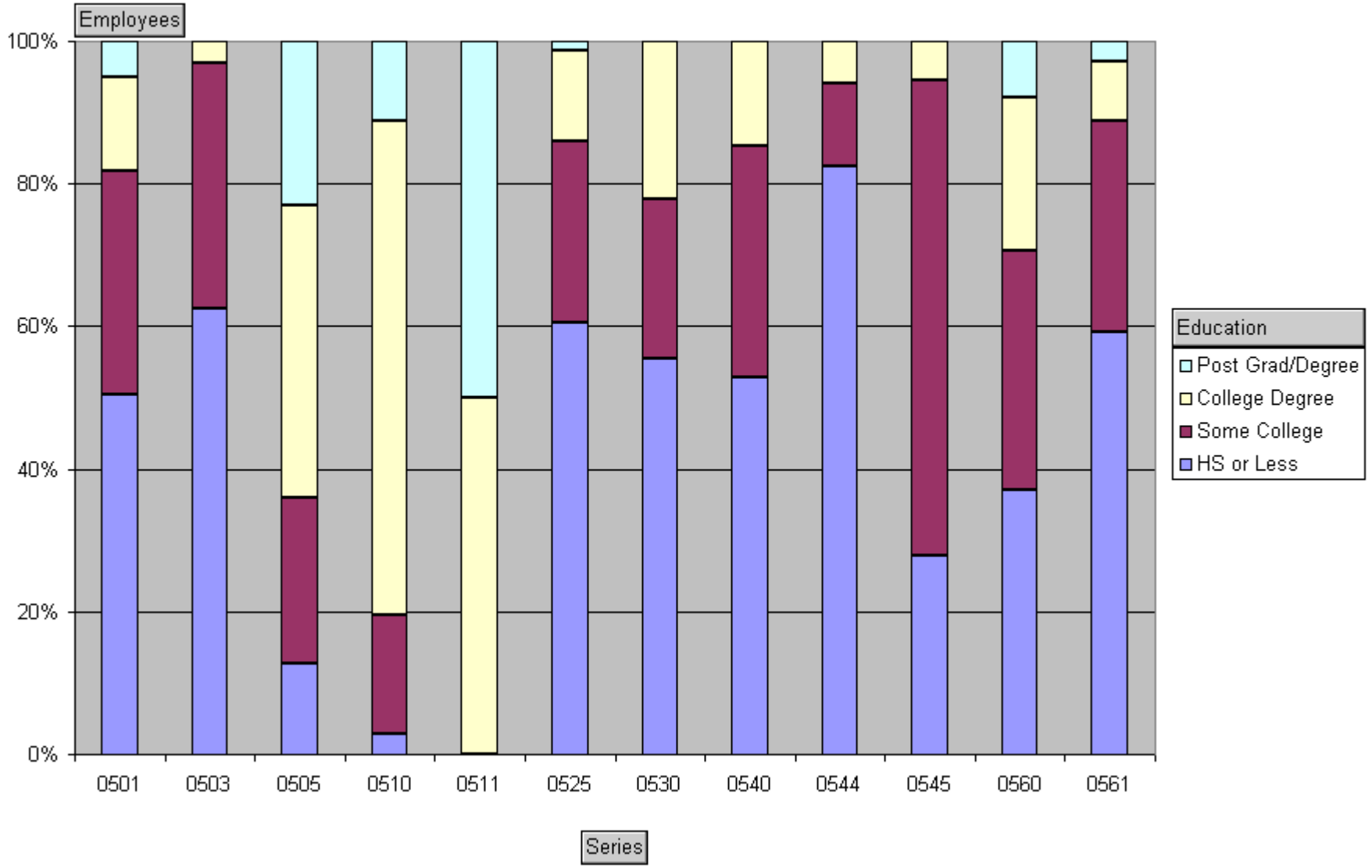
MC FM Age


Sum of Count
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Total
Age
> 60 Years
50 - 59 Years
40 - 49 Years
30 - 39 Years
< 30 Years

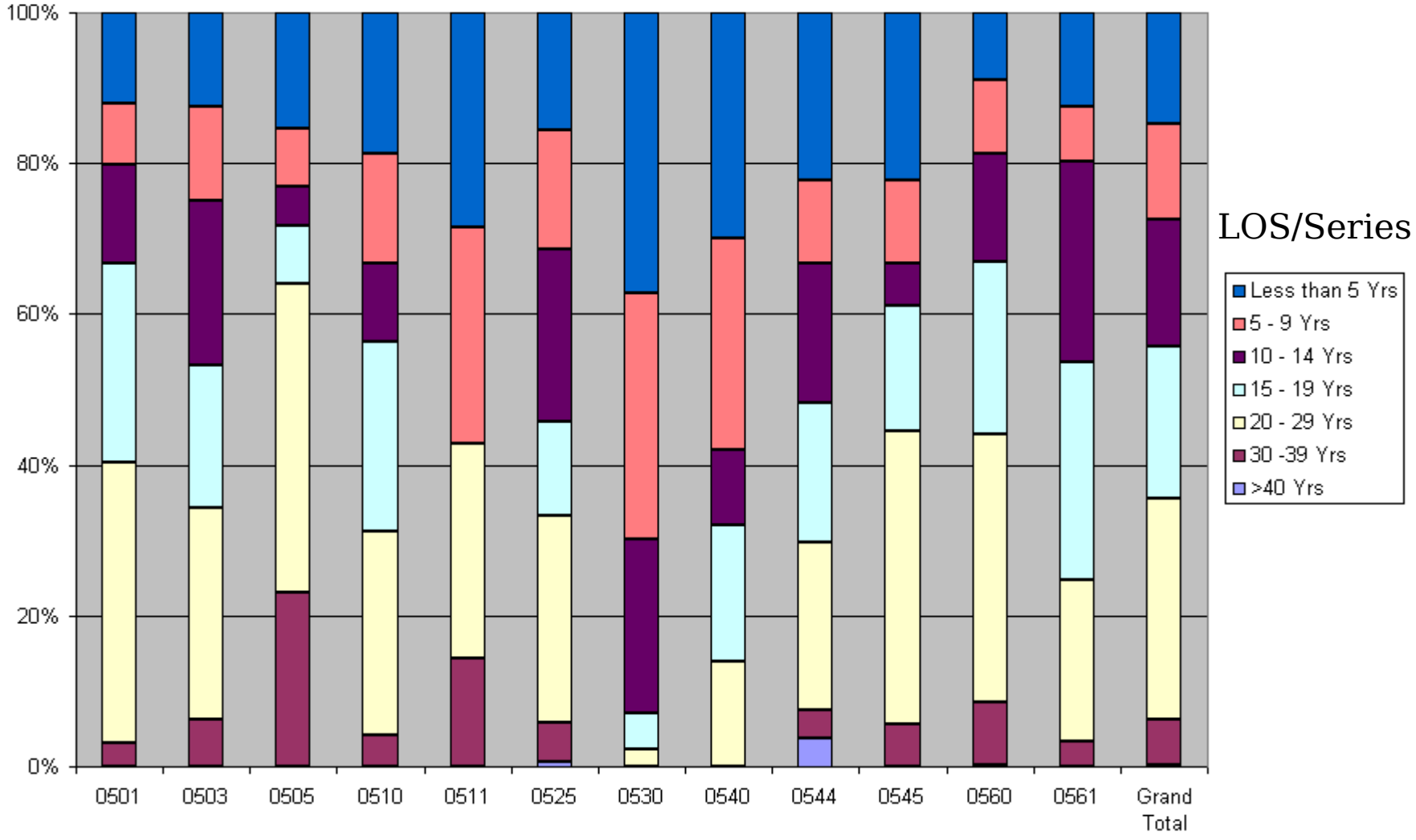
Age x Series


Employees
350
300
250
200
150
100
50
0
0501
0503
0505
0510
0511
0525
0530
0540
0544
0545
0560
0561
Series
Age
> 60 Years
50 - 59 Years
40 - 49 Years
30 - 39 Years
< 30 Years

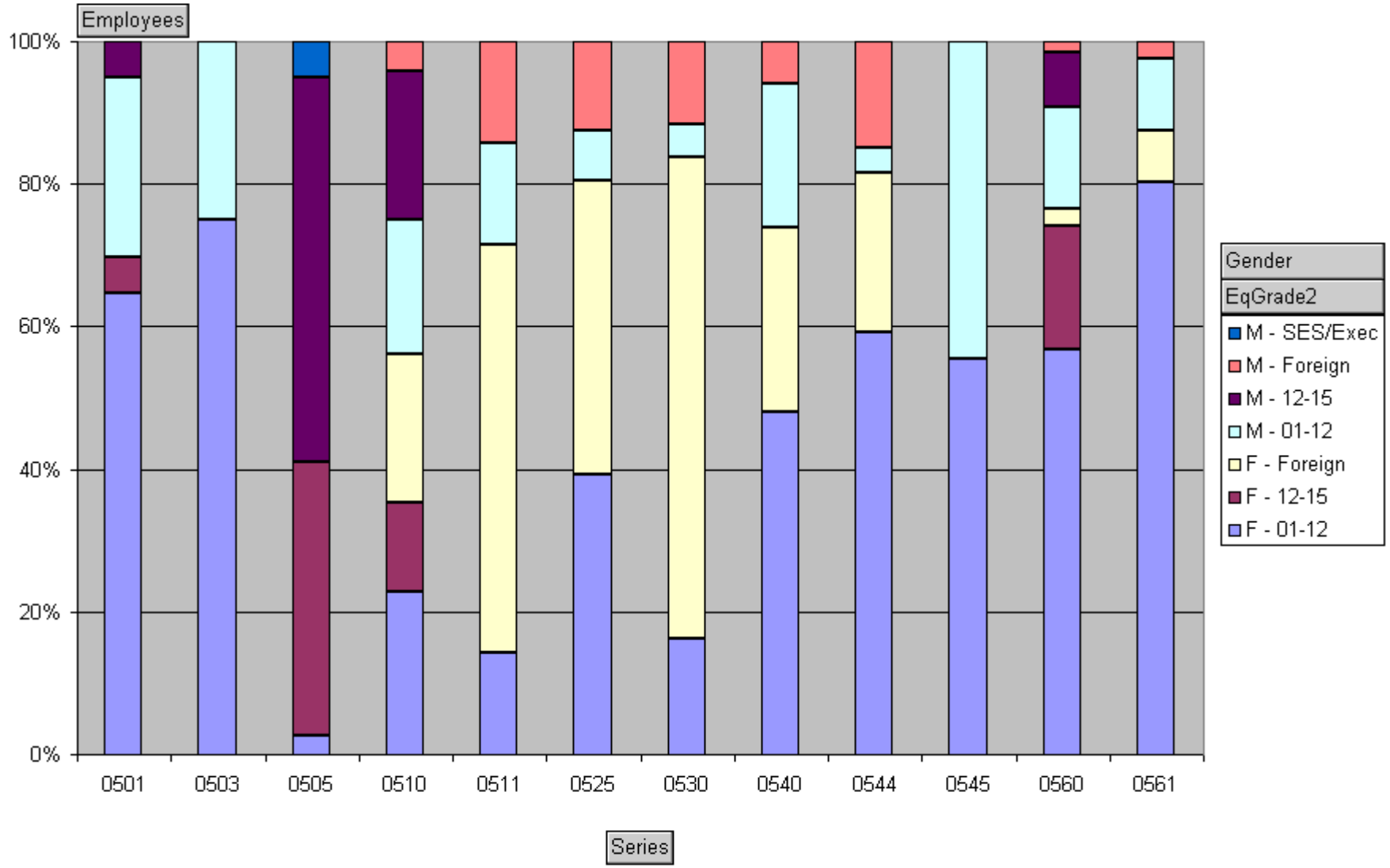
Education x Series



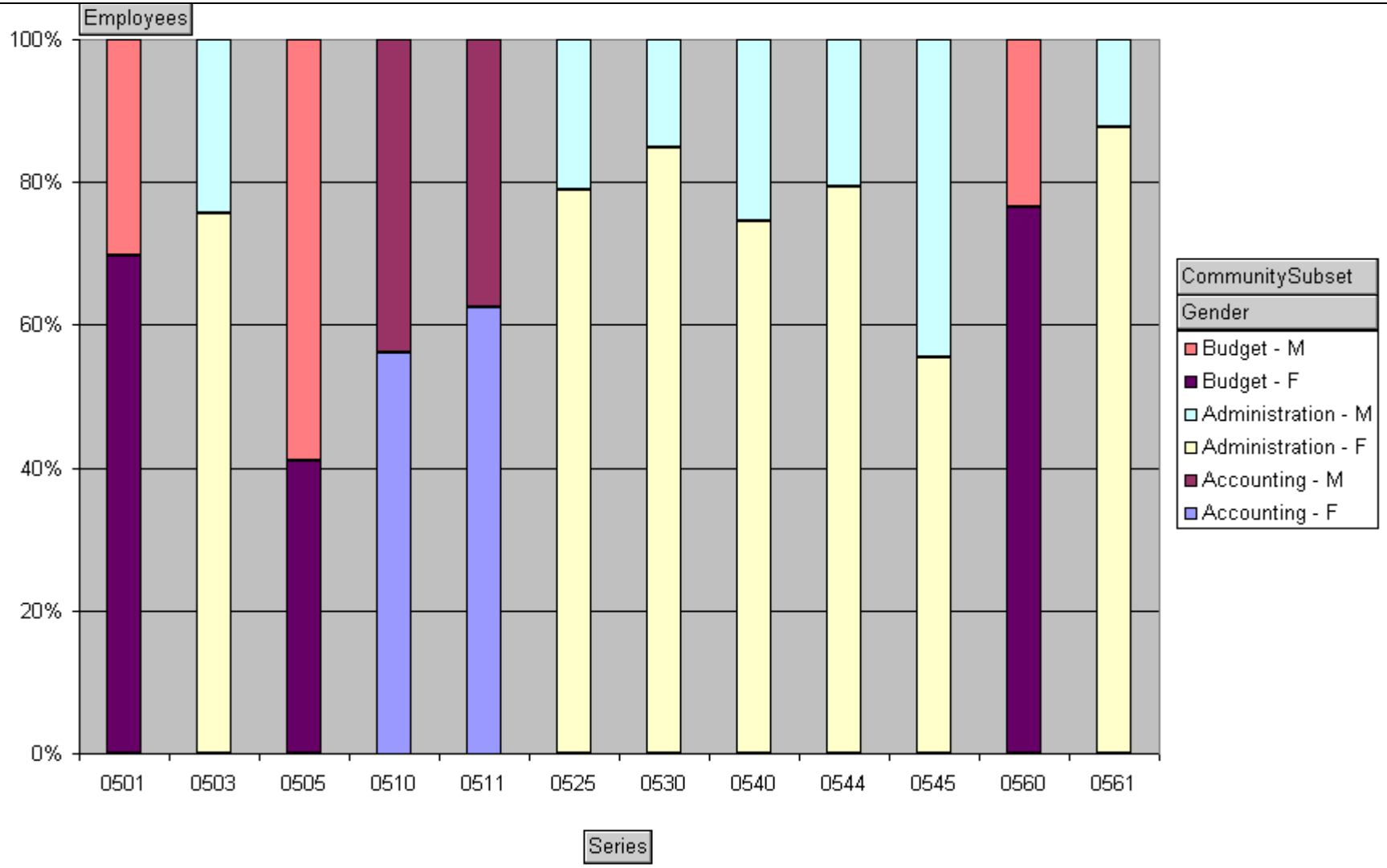
Length of Service x Series



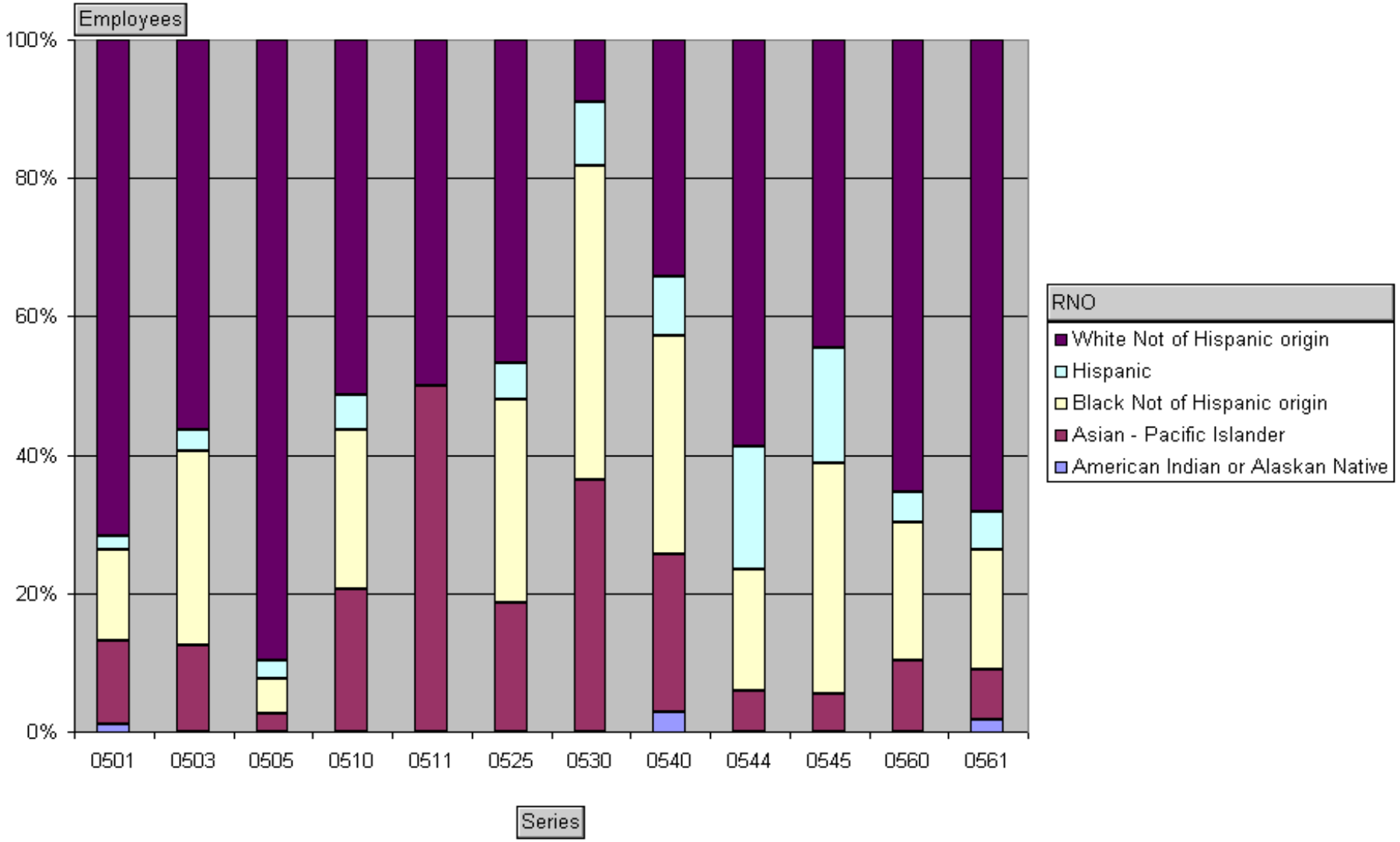
Gender x Grade x Series



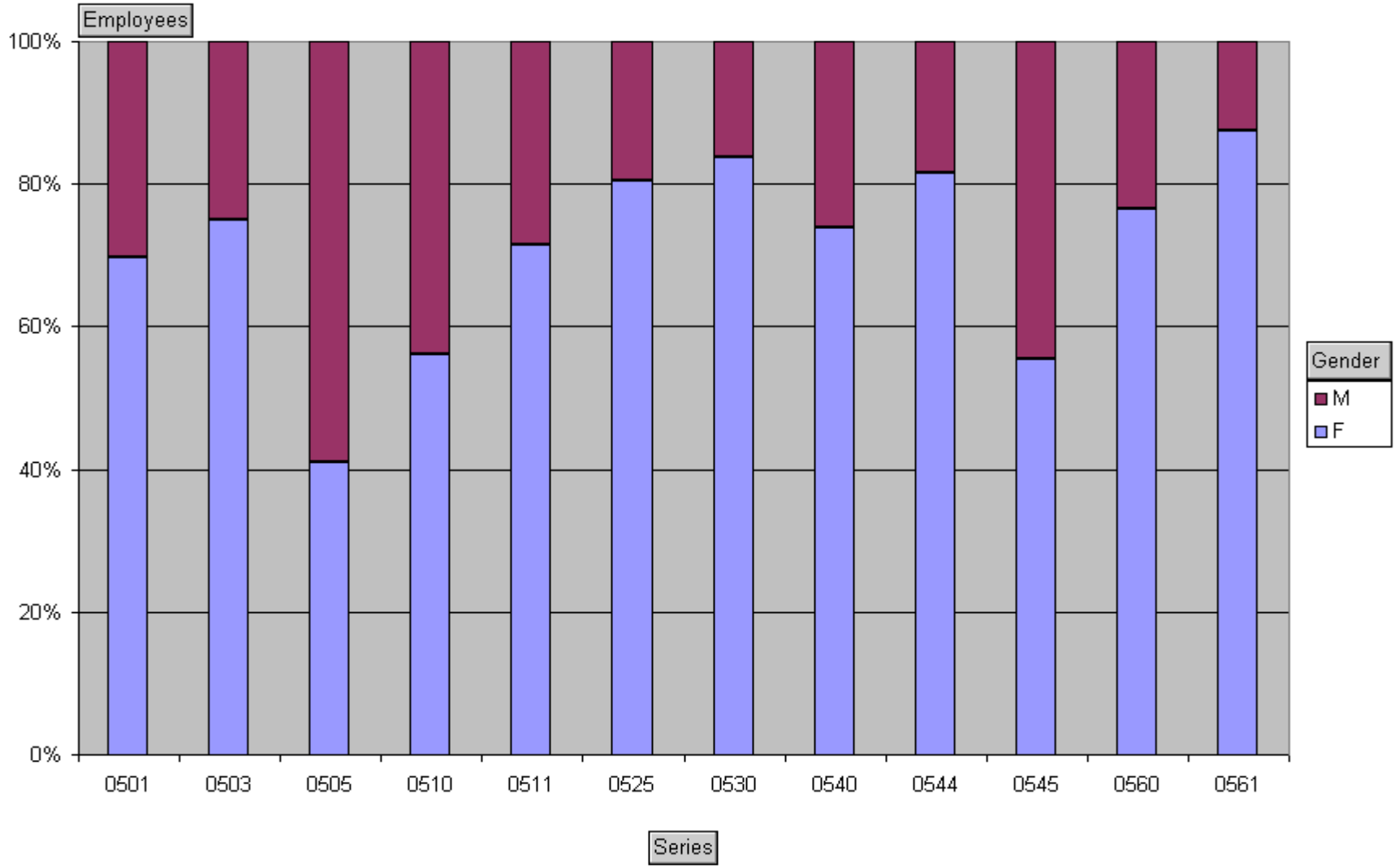
Community Subset x Gender



Race-National Origin x Series



Gender x Series



Civilian Workforce Campaign Plan

Karen E. Reilly

Senior Financial Management Conference

26 April 2004

A MESSAGE FROM
THE COMMANDANT OF THE MARINE

WHITE LETTER NO. 01-03

From: Commandant of the Marine Corps
To: All General Officers
All Commanding Officers
All Officers in Charge

Subj: CIVILIAN MARINES - CIVILIAN WORKFORCE CAMPAIGN PLAN

1People are our most important asset. Recognizing this our 32nd Commandant charged the Deputy Commandant for Manpower and Reserve Affairs and the Corps' Senior Executives with developing a means to significantly enhance the management of our Civilian Marine workforce and make the Marine Corps the "employer of choice" for those seeking challenging and rewarding careers. The Civilian Workforce Campaign Plan is a result of this effort. This Campaign Plan provides the important framework to strengthen all aspects of the Civilian Marine work life cycle.
2While the Campaign Plan is published, hard work must continue. Specific supporting plans must be developed, implementing policies and programs must be created, and effective execution must occur. This will take time and involve deliberate action; however, we will accomplish these critical tasks to properly mature the programs for our Civilian Marines. As the leaders of the Marine Corps, your knowledge of the Campaign Plan, personal commitment to its stated goals, and active involvement in its execution are critical to achieving these important objectives.
3Provided below are my guiding tenets as we implement the Campaign Plan.
aWe are fully committed to all members of our team – Uniformed and Civilian Marines.
bAll team members will embrace our core values – honor, courage, and commitment.
cOur programs will support and sustain the highest level of performance across the work life cycle – recruitment through to retirement.
dThere will be structure and opportunity for all to compete and maximize their professional potential – supporting the Marine Corps mission and considering personal goals.

4Actions to fully implement this Campaign Plan for our Civilian Marines will span my tour as Commandant. I need your dedicated efforts and talent to ensure successful execution and the proper work environment, which, I am confident, will lead us to be the "employer of choice." Our Civilian Marines are critical to continued success of the Marine Corps team. Our programs and structure must support the value proposition that we offer – "Support our Marines. Be part of the Team." Semper Fidelis.

M. W. Hagee
General,
U.S. Marine Corps

The 33rd CMC's first White Letter addresses the Civilian Workforce Campaign Plan and his expectations. The plan provides the important framework to strengthen all aspects of the Civilian Marine work life cycle.

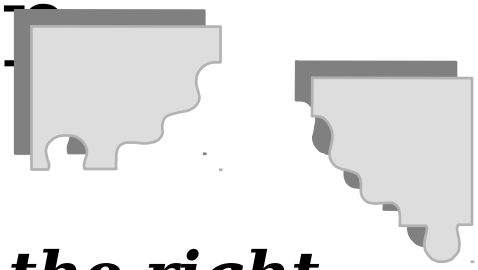
The following are the Commandant's guiding tenets:

- *We are fully committed to all members of our team – Uniformed and Civilian Marines.*
- *All team members will embrace our core values – honor, courage, and commitment.*
- *Our programs will support and sustain the highest level of performance across the work life cycle – recruitment through to retirement.*
- *There will be structure and opportunity for all to compete and maximize their professional potential – supporting the Marine Corps mission and considering personal goals.*

M. W. Hagee

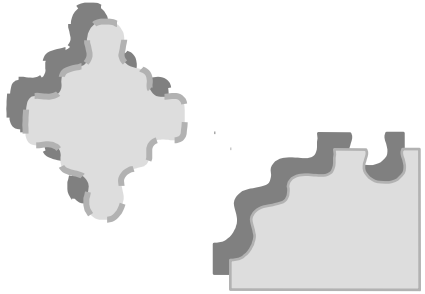
17 June 2003

Civilian Workforce Campaign Plan



The Vision:

A Civilian Marine workforce with the right competencies to meet mission requirements



The Strategy:

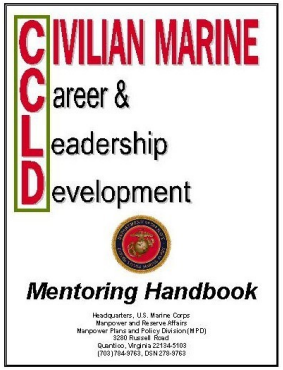
- *Analyze the functions that are important*
- *Identify the employee skills and characteristics (competencies) to perform those functions*
- *Make the investments needed to hire, develop and retain employees with these skills and characteristics*

Civilian Workforce Campaign Plan Goals:

- Establish Marine Corps as employer of choice
- Provide skilled workforce for future
- Provide civilian Marines with a career path
- Provide opportunities for training, leadership development, rotational assignments, and mentoring from senior leaders

Initiatives

- 21 Communities of Interest (COIs)
- Civilian Marine website
- Leadership Development Program
- Mentoring Program
- Quarterly Newsletter
- Civilian Marine lapel pin
- Acculturation Program
- Civilian Workforce Development Application



Civilian Community of Interest (COI)

- A Community Possesses:
  - Senior Leadership Advocate
  - Functional Commonality
  - Unique Core Competencies Integral to Marine Corps Mission
  - Common
    - knowledge, skills, and experience
    - core training curriculum
    - culture/professional identity
  - Identifiable Career Path
  - Links to Community Professional Associations
  - Centralized Access or Management of Information and Standards

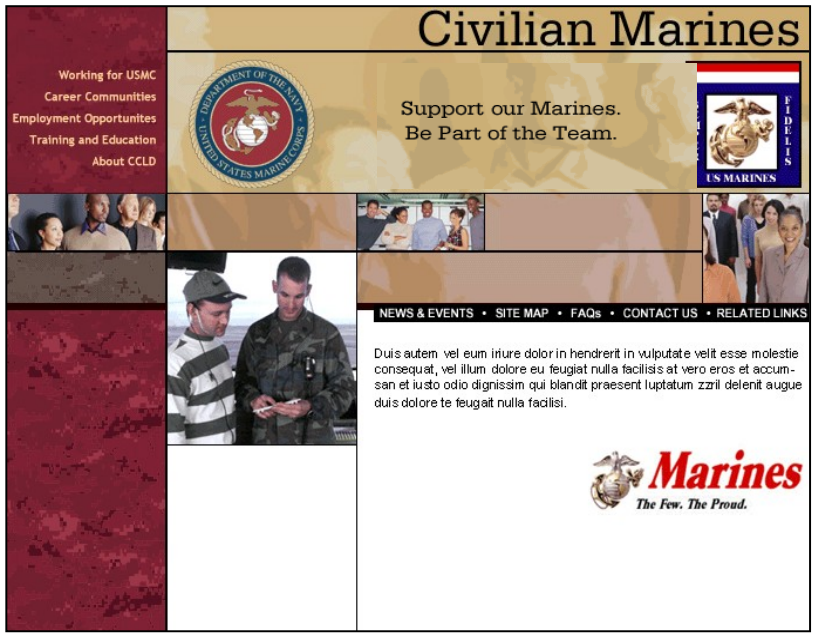
Community Leaders*

- Set community vision and plan
- Provide community guidance
- Establish/maintain career path templates
- Collect, maintain, and share best practices
- Establish/maintain community-wide communications
- Assess community demographics and “health”

(*) Naval Message: Civilian Marines and the Importance of Career and Leadership Development (R 242117Z Aug 01)

Civilian Marine Website

- Portal to information impacting career and work life
- Prominent link from USMC main home page
- Gateway to e-Learning (functional and soft skill courses)
- Workforce Competencies
- Leadership Skills Assessment
- COI Information Page
- Civilian Workforce Development Application


Civilian Marines
Working for USMC
Career Communities
Employment Opportunites
Training and Education
About CCLD
Support our Marines.
Be Part of the Team.
US MARINES
NEWS & EVENTS • SITE MAP • FAQs • CONTACT US • RELATED LINKS
Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.
Marines
The Few. The Proud.

Visit us at:
https://lnweb1.manpower.usmc.mil/CCLD/index

Development Application, CWDA (Functionality)

- **Civilian Marine**
  - **View Competencies**
  - **View Competency Definitions**
  - **Create Functional Competency/Proficiency Assessment**
  - **Compare Proficiencies against Template**
  - **View Professional Development Attributes**
  - **Record Professional Development Attributes**
  - **View positions by Series/Location**
- **COI Leader/Manager**
  - **View Occupational Series in your COI**
  - **View Competencies for Occ Series in your COI**
  - **View Professional Development Attributes for your COI**
  - **View Positions in your COI**
    - **By Series**
    - **By Grade Level**
    - **By Activity Name**
  - **Reports**
  - **Analytical Outputs**

Advantages

- Employee:
  - Increased career opportunities
  - Access to targeted training and development
- USMC:
  - Right mix of skills for mission
  - Attract the best and brightest
  - Grow own leadership corps

Questions?

COI Contact Information

COI Leader – Mr. Charlie Cook
Cookcr@hqmc.usmc.mil

COI Manager – Ms. Renae Winn (AKA Pribyl)
Winnrk@hqmc.usmc.mil

HQMC – Ms. Karen Reilly
ReillyKE@manpower.usmc.mil

Department of the Navy

Financial Management Core Competency Identification Process Presented To Marine Corps Senior Financial Management Conf.
4/26/04

Presented by: Tom LeBlanc N 11
Financial Management Community Manager

21 DON Communities

Engineering & Science

Facilities

IT/IM

Environment

Logistics

Administration

HR

Medical

Contracts

Intelligence

Legal

Community Support

Education & Training

Analysts

Financial

Manufacturing/Prod.

Acquisition Program Management

Public Affairs

Industrial Trades

Safety

Next Steps

On-Going	• Develop Civilian Community Management Process
On-Going	• Identify Civilian Community Management Workforce by Position and Location
	• Identify Workforce Competencies
Future	• Develop Career Progression for Each Community
Future	• Develop Succession Planning
Future	• Partner on Recruitment Effort

Identify Workforce Competencies

SkillsNet Competency Identification

- Common Language descriptors of work
- Standardized descriptors
  - -Generalized Work Activities
  - -Basic Skills
  - -Cross-functional Skills
  - -Abilities

- Clear Articulation of:
  - -What are the job's tasks
  - -What are the task descriptors

FM Community Grouping:	Group Totals
• Group A - Budget	4079
0501 – 1049 (19)	
0505 – 244 (14)	
0560 - 2786	
• Group B - Accounting	1075
0510 – 696 (35)	
0511 – 379 (11)	
• Group C - Administration	4384
0502 – (1)	
0503 – 661 (294)	
0525 – 1703 (521)	
0526 – 1	
0530 – 490 (404)	
0540 – 339 (1)	
0544 – 184 (61)	
0545 – 255	
0561 – 727 (3)	
0570 – (13)	
0571 – (1)	
0580 – (4)	
0581 – (5)	
Total	9538*

AGE
65 % over 40

LOS
42 % over 20 years

EDUCATION
70% HS/Some College

* Includes (1388) NAF

CORE COMPETENCY IDENTIFICATION PROCESS

Step 1 Gather Existing Data	Community Managers
Step 2 Work Element Generation	STARs
Step 3 Work Element Editing	Community Managers
Step 4 Work Element Review	Reviewers
Step 5 Work Element Finalization	Community Managers
Step 6 Community Surveys	Community
Step 7 SkillObject Generation	Community Managers

STAR Distribution:

Group A	Group B	Group C
1-560-NAVAIR	2-511-NFO(AudSvr)	1-525-MC
1-560-NAVSEA	1-511-CNET	1-525-NAVFAC
1-560-PACFLT	1-511-MC	1-561-NAVRES
1-560-LANTFLT	1-510-NAVAIR	1-561-LANTFLT
1-501-BUMED	1-510-PACFLT	1-530-NAF
1-501-NAVSUP	1-510-NAVSEA	1-525-NAF
1-505-MC	1-510-BUMED	1-503-BUMED
1-505-CNET		1-544-LANTFLT

Reviewer Distribution:

1-560-NAVAIR	1-511-NFO (AudSvr)	1-525-NAVFAC
1-560-PACFLT	1-511-MC	1-561-NAVRES
1-501-BUMED	1-510-NAVSEA	1-530-NAF
1-505-CNET	1-510-BUMED	1-544-LANTFLT

SkillsNet Output

Group	Group Population	Legacy Data CM	Work Element Generation STARs	Work Element Editing CM	Work Element Review Reviewers	Work Element Finalization CM	Skill Object Generation CM/CMB	Survey
A								
Budget Types	4079	116	348	217	182	167	12	TBD
B								
Accountants/								
Auditors	1075	46	461	135	269	95	6	TBD
C								
Assistants/								
Clerks	4384	54	498	176	195	165	8	TBD
Totals	9538	216	1307	528	646	427	26	

Preliminary Skill Objects (Competencies)

Group A

Budget Formulation

Budget Analysis

Budget Execution Management

Financial

Budget Planning

Customer Care

Budget Justification Determination

Requirements

Financial Systems

Communications

Financial Report Generation

Acquisition

Preliminary Skill Objects (Competencies)

Group B	Group C
Audit Execution	Budget Administration
Audit Planning	Budget Execution-Admin
Audit Reporting	Financial Administration
Customer Care-Audit	Financial Report Generation
Managerial Accounting	Accounting Support
	Pay Processing
	Cash Management
	Customer Care-Financial Admin

SkillsNet Survey

- **Distributed to the entire community**
- **Collects demographic data**
- **Assist N 11 in accomplishing a Gap analysis**
- **Two questions against 167 Group A task**
  - **How frequently is the task performed**
  - **How important is the task**
- **Same questions against 100 Leadership/ Supervisory task**
- **Validates the task, tools and knowledges**

Any Questions?